



## PEMS Checklist

<input checked="" type="checkbox"/>	Task	Health Department	Community Based Organization
<b>At the end of a program or program model (continued)</b>			
<input type="checkbox"/>	Generate the following reports: <ul style="list-style-type: none"> <li>Report on workers delivering Client Level interventions</li> </ul>	<b>X</b>	<b>X</b>



## PEMS Checklist

<input checked="" type="checkbox"/>	Task	Health Department	Community Based Organization
<b>Once a year</b>			
<input type="checkbox"/>	Enter Community Plan data by early January.	<b>X</b>	Verify it has been entered
<input type="checkbox"/>	Add CDC HIV Prevention Program Award funding for the year.	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Add contracts for the contract agencies for the year.	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Create a program, program models, and interventions for community plan year	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Create sharing permissions for program models to be shared with funding agencies.	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Create submission parameters for program models to be reported to the CDC.	<b>X</b>	<b>X</b>
<b>Once a quarter</b>			
<input type="checkbox"/>	Verify sites and deactivate sites no longer in use.	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Verify your workers and update end dates.	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Verify users, roles, and permissions. Remove roles and disable any users who have left.	<b>X</b>	<b>X</b>
<input type="checkbox"/>	Generate the following reports: <ul style="list-style-type: none"> <li>Report on agencies that deliver services</li> <li>Intervention details and client characteristics (Planned vs. Delivered)</li> <li>HIV PCRS Activity Report</li> </ul>	<b>X</b>	<b>X</b>



## PEMS Checklist

<input checked="" type="checkbox"/>	Task	Health Department	Community Based Organization
<b>Once a month (continued)</b>			
<input type="checkbox"/>	Generate the following reports: <ul style="list-style-type: none"> <li>HIV Testing Report</li> <li>Overview of Confidentiality HIV Testing</li> <li>Summary report on Aggregate Service Delivery</li> <li>Overview of characteristics by agency</li> <li>Overview of client risk behaviors by agency</li> <li>Referrals made report</li> <li>HIV PCRS Case by Worker and Case Status</li> <li>Report on workers delivering Aggregate Level Interventions</li> <li>Report on workers delivering Client Level interventions</li> <li>Referral code labels</li> </ul>	X	X
<b>Once a week</b>			
<input type="checkbox"/>	Review all client interventions marked with incomplete data entry states and complete.	X	X
<input type="checkbox"/>	Run QA reports on own data for completeness. Work to complete.	X	X
<input type="checkbox"/>	Run QA reports on shared program models from other agencies. Requested changes necessary.	X	X
<input type="checkbox"/>	Enter client/aggregate intervention & session level data.	X	X
<b>Before End of Year Reporting</b>			
<input type="checkbox"/>	Enter program model budget.	X	X
<input type="checkbox"/>	Enter final agency budget.	X	X



## PEMS Checklist

<input checked="" type="checkbox"/>	Task	Health Department	Community Based Organization
<b>Before End of Year Reporting (continued)</b>			
<input type="checkbox"/>	Enter program awards expended.	X	X
<b>Once a cycle</b>			
<input type="checkbox"/>	Generate the following reports: <ul style="list-style-type: none"> <li>Intervention Details and Client Characteristics (Planned vs. Delivered)</li> <li>Summary Report on Aggregate Service Delivery</li> <li>Overview of Client Characteristics by Agency</li> <li>Overview of Client Risk Behaviors by Agency</li> <li>HIV PCRS Cases by Worker &amp; Case Status</li> <li>Reports on workers delivering Aggregate level interventions</li> <li>Report of workers delivering Client Level interventions</li> </ul>	X	X
<b>At the end of a contract</b>			
<input type="checkbox"/>	Generate the following reports: <ul style="list-style-type: none"> <li>Contract Agency Details Report</li> <li>Report on Agencies that Deliver Services</li> <li>Program Plan and Budget Information</li> </ul>	X	X
<b>At the end of a program or program model</b>			
<input type="checkbox"/>	Generate the following reports: <ul style="list-style-type: none"> <li>Intervention Details and Client Characteristics (Planned vs. Delivered)</li> <li>Summary Report on Aggregate Service Delivery</li> <li>Overview of client risk behaviors by agency</li> <li>HIV PCRS Cases by Worker and Case Status</li> <li>Report on workers delivering Aggregate Level interventions</li> </ul>	X	X